



25 July 2022

ATTY. MATTHEW M. DAVID  
Officer in Charge  
5F EDPB Bldg., Bangko Sentral ng  
Pilipinas Complex, Malate  
Manila

### CONTRACT OF AGREEMENT

Anti – Money laundering Council  
July 27-29,2022

Dear Ms. Mel;

Thank you for choosing Quest Hotel Tagaytay.

This document sets out the terms and conditions of the agreement between the **Quest Hotel Tagaytay** and **Anti-Money Laundering Council** for accommodation requirements for **July 27-29,2022**.

#### I. ROOM ACCOMMODATION

Function Date	Room Category	Rate Per Room	TOTAL AMOUNT
July 27-29	14 Single Occupancy	Php2,800net per room x 14persons	<b>Php78,400.00NET</b>
	Meals	Php7,600net per person x 14 persons	<b>Php106,400.00NET</b>
			<b>PHP184,800.00NET</b>

#### Inclusions:

- Air-condition room accommodation
- **Meals Inclusions:**
  - Day 1: Set Lunch and Dinner, Plated AM & PM Snacks
  - Day 2: Set Breakfast, Lunch and Dinner, Plated AM & PM Snacks
  - Day 3: Set Breakfast, and Lunch, Plated AM & PM Snacks
- Use of Fora Trade Hall good for 14persons
- Complimentary Wi-Fi in guest rooms and guest areas
- Coffee and tea making facilities
- Complimentary drinking water

#### **MEETINGS AT FORA TRADE HALL**

Event Date	Time	Function RM	No of Persons	Set up
Day 1	9AM – 6PM	Meeting Room	14persons	Classroom
Day 2	9AM – 6PM	Meeting Room	14persons	Classroom
Day 3	9AM – 1NN	Meeting Room	14persons	Classroom

#### Inclusion:

- Use the space at the above-mentioned contracted time

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Fora Rotunda Tagaytay, Emilio Aguinaldo Highway  
Silang Crossing East, Tagaytay, 4120 Cavite

- Standard set-up based on new normal and social distancing strictly implemented
- PA sound system with 2 microphones
- Complimentary use of LCD screen and projector
- White Board / Flipchart upon request
- Free Flowing Coffee and Service Water
- Note pads and pencils upon request
- Secretariat Table
- In excess of 4 or 8 hours, extra charge of Php2,000net per hour

*NOTE: All rates are quoted in Philippine Peso and are based on the original requirements stated above, should your requirements change, rates quoted shall be subject to review and may change accordingly.*

## II. PAYMENT AND BILLING POLICY

1. Total Contract Charges shall be settled through Cash or Bank Deposit upon signing of contract or thru send bill arrangement. All other incidental charges duly acknowledge by authorized signatory shall be settled.

### **BILLING ARRANGEMENT**

*Total Contracted Rate: Php184,800.00 send bill arrangement .*

*Name to Appear on check: FORA Services, Inc.*

Account Name	: FORA Services, Inc.
Account No	: 200-030-90817-8
Swift Code	: EWBCPHMM
Bank	: EASTWEST BANK
Bank Address	: G/F Unit 1001.1, Fora Mall, Emilio Aguinaldo Highway, Brgy. Crossing East, Rotunda, Tagaytay City, Cavite, 4120, PH

2. All room and other charges stated in this contract shall be part of the Master Bill / Master Guest Folio of **Anti-Money Laundering Council**.
3. Other incidentals charges will be on personal of the guests. Cash basis will apply
4. Currency: All prices quoted in this contract/proposal are stated in Philippines Peso, the official currency of the Republic of the Philippines.

## III. EXTERNAL SUPPLIER POLICY

Should company utilize outside contractors or subcontractors in the hotel premises during the stay, including, but not limited to, a destination management company, audio/visual services, decorators, or others, you must notify the hotel of your intention to use such providers at least thirty days in advance of your event. All outside contractors must sign a hold harmless, indemnification and insurance agreement in the form currently in use at Hotel for similar outside contractors and provide proof of insurance in amounts acceptable to Hotel (amounts

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and types of insurance may be changed or increased in Hotel's sole discretion based on the type of services the outside contractor will be providing) before they will be allowed to provide services on Hotel premises.

When equipment such as audio-visual equipment, p/a systems, computers, laptops and projectors, etc are bought in, **Anti-Money Laundering Council** is requested to register those items with the Hotel Security Department to verify their existence. It is recommended to arrange additional security services to ensure the protection. It is the hotel's sole discretion to allow or disallow outside provider inside the hotel premises.

#### IV. SAFETY, SECURITY AND FORCE MAJEURE

While the hotel shall take all necessary precautions, the hotel shall not be held responsible for any loss or damage to belongings of the company or any guest in attendance prior, during or after an event held at the hotel.

- Any fire exit signs, fire exits and firefighting facilities must be kept clear of obstacles at all times.
- No fireworks may be set off within the hotel premises without prior written approval.
- No unlawful activities may be conducted within the hotel premises.

#### **NEWE NORMAL TERMS AND CONDITIONS**

The following measures will also be implemented for the duration of the stay of your guests following guidelines set by the DOT and DOH

1. The hotel shall provide basic lodging, food and beverage services. Room service therefore shall not be allowed
2. Daily housekeeping shall not be implemented to avoid any direct contact between guest and hotel staff
3. We strictly implement social distancing in the following areas:
  - \*\*Guest Elevators – a maximum of 4 guests are allowed
  - \*\*Public Areas – no loitering around the hotel
4. The company shall provide full details of the schedule of their staff / guests as the hotel shall strictly monitor the movements of the guests.
5. The hotel shall strictly impose a no changing of room policy.
6. No visiting of other guest rooms.
7. Only registered guests are allowed in the hotel.
8. Only registered guests should stay in the room
9. No bringing in of equipment like printers, desktops etc. Only laptop is allowed
10. In the event of a new guideline set by the Government regarding COVID-19 our services might change without prior notice and is subject for strict compliance.

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, strikes, riots and acts of God or conditions beyond the control of both parties. In such case, the activity may be postponed to a date agreeable to both parties.



ANTI-MONEY LAUNDERING COUNCIL  
July 27-29,2022

V. POSTPONEMENT AND CANCELLATION POLICIES

An event is considered confirmed if a written agreement has been signed both by Quest Hotel and **Anti-Money Laundering Council** All confirmed bookings are guaranteed and as such, earnest or confirmation deposit and succeeding payments given are non-refundable in case of cancellation.

VI. ACCEPTANCE OF CONTRCT AGREEMENT

Contained in this agreement are the detailed commitments and arrangements agreed by both parties. Any changes and additional arrangements / agreements after this contract has been signed and sealed shall have to be restated and processed and signed off by both parties thru an addendum contract

Please send us back a signed copy of this contract on or before July 25,2022. in order for the above agreements to apply and for the hotel to prepare for the arrival of your guests

Signed on behalf of the Hotel,

Signed on behalf of the Organizer,

**Joie B. Oliveros**  
National Ass. Director of Sales  
**CHROMA HOSPITALITY, INC.**  
8F Vector Bldg. Two, Northgate  
Filinvest City, Alabang Muntinlupa, City  
Landline: +632 810 3300  
Mobile: +63998.9613581 / 0927.0551520  
E-mail: joie.oliveros@chromahospitality.com

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Officer in Charge  
Anti-Money Laundering Council

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